MyLearningPlan

Learning Plan User Manual

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Logging into MyLearningPlan

Logging into MyLearningPlan requires a Username and Password. If this is your first time ever logging into MyLearningPlan, contact your organization's MyLearningPlan administrator to obtain your Username. Review any MyLearningPlan documentation that they may have provided.

If you do not remember your password, click here to access our automatic password retrieval feature.

If you do not remember your Username click on the **Contact Us** link on the left side of this screen to send a request to retrieve your Username.

If you continue to experience difficulty, review the following steps:

Use these steps:

1. **Login to MyLearningPlan**

   Enter a Username and password in the Login Box at www.MyLearningPlan.com

2. **Try the following steps if you know your Username/password, but still can't log in.**

   If you have verified your username/password, please try the following:

   A. If you are using AOL as your internet provider, do NOT use the AOL web browser. Once you connect to AOL, do

NOT click the *INTERNET* menu item. Instead, manually launch Internet Explorer and go to www.MyLearningPlan.com

B. Verify your browser settings in Internet Explorer

a. **Clear out all Temporary Internet Files and Cached Objects**

To do this, Open IE (Internet Explorer), click on the Tools Menu, then Internet Options

(If using a Macintosh computer running **Operating System 9.1 or earlier**, click on the EDIT menu item and then choose PREFERENCES.)

(If you are using a Macintosh computer running **Operating OS X or later**, click the EXPLORER menu item and then choose PREFERENCES).

On the General Tab, press the Delete Cookies button, click OK/YES to any confirmation messages.

Next, while still on the General Tab, press the Delete Files Button. Make sure to check the box next to "Delete all offline content", and click OK/YES to apply. Depending on how much is in your Temporary Files, this could take several minutes to complete.

b. **Reset IE Privacy Setting to Default****

To do this, while still viewing the Internet Options box, click on the Privacy Tab. Make sure the setting is at Medium (or lower). If not, click on the Default button to reset the default settings.

** If you would not like to set your Privacy settings to the default (Medium), you will have to at least enable Session Cookies in the Advanced properties. You can also enter www.mylearningplan.com as an explicit site that you allow cookies from.

c. **Restore Advanced Defaults**

To do this, while still viewing the Internet Options box, click on the Advanced Tab. Click the Restore Defaults button.

Click the OK button at the bottom to close the Internet Options box.

Close *all open instances* of Internet Explorer, then start Internet Explorer again, and go to http://www.mylearningplan.com, and click the LOGIN button in the top right corner.

End User Tutorial (Webinar)

This webinar focuses on the features and functions on the Learning Plan tab.

Use these steps:

1. **Launch Webinar**

Click here to Launch Webinar

Change My Username (Login)

Your **Username** is the name you use to log in to MyLearningPlan. Your MyLearningPlan Username must be unique. You may need to try several before finding one the system will accept.

Note: Some organizations restrict users ability to change their User Name. This is the case if there is no **Change User Name** option located on the Learning Plan page.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the Change Username link**

   Clicking the **Change Username** link in the left pane, will display a series of questions that will guide you through the process.

3. **Follow the on-screen prompts**

   1) Type your desired Username and click Submit (this will check to see if that user name is available).
   2) If the Username is available, you'll be prompted to enter your email address and your password to complete the transaction.

4. **Your new Username will be in effect immediately**

   The next time you attempt to login, you must use your updated Username.

Change My Password

This procedure reviews the steps required to change your MyLearningPlan password.

Note: Some organizations restrict users ability to change their password. This is the case if there is no "Change Password" option located on the Learning Plan page.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the Change Password link in the lower left pane**

   For greatest security, passwords should be changed at regular intervals.

   Hint: Verify that the **User Profile** contains a valid email address so that the automated password retrieval function can be used.

Please note: Some organizations may hide this link. If it is not displayed, passwords can not be changed. Please contact your organization's professional development office for assistance.

3. **Complete the Password Change Form**

   Complete all information on the form. Click **Submit** when complete to save the changes.

Change Information about me - My User Profile

The **User Profile** includes important information about you. It is possible to update your profile to reflect name changes, building re-assignments, new email address, etc. The information in the **User Profile** can be updated at any time.

keywords: user name, login, location

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Update your User Profile**

   By clicking the **My User Profile** link, you'll access your account profile which contains the following information:

   1) First and Last Name
   2) Email Address and Notification Options
   3) Building Assignment
   4) Department Assignment
   5) Grade Levels

   You may update any of this information at any time.

3. **Update Your User Profile**

   The User Profile contains vital information about your account. The routing of approval forms and activities that are viewed in the catalog are determined by the assignment selections in the User Profile. It is important to make sure they are accurate. Specifically, review the following and change as necessary:

   A. User Information - Update First/Last Name and email address
   B. Email Notification Preferences - Update email address and set notifications as desired.
      Please note: Multiple email addresses can be added by separating each with a semicolon (for example: jdoe@GreatRiver.k12.ny.us ; jdoe@MyLearningPlan.com).
   C. Building Selection - Pick a primary building assignment.
   D. Department Selection - Pick your primary department assignment.
   E. Grade Selection - Pick grade levels

4. **Click the Save button at the bottom of the form**

   Click the **Save** button at the bottom of the form to save the changes.

5. **Once you have saved your "User Profile", the updated information is immediately activated**

Once you save the User Profile screen, your account details will be updated immediately.

View News & Info items

The News & Info section is made available by your organization. It is used to keep you informed of important information.

Use these steps:

1. **Select a news item**

   Click on the title of an item in the **News & Info** box to view the details.

   Learning Plan page, your organization has not enabled this feature.

2. **Print a hard copy**

   Click on the **Print** button to print a hard copy of this screen.

3. **Return to the Learning Plan page**

   Click on the **Back** button to return to the **Learning Plan** page.

View a Catalog

Some organizations will post their professional development offerings in a **Catalog**. In addition, some organizations may opt to post course offerings from selected regional providers (IUs, BOCES, ESC, etc.).

Simply click the **District Catalog** or other *regional providers* link to view the course offerings.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Review the Catalogs listed under the Activities section of the left navigation bar**

   By default, the **District Catalog** is visible under the *Activities* heading in the left navigation bar. (Some organizations may change the name of this catalog.)

   Clicking the **District Catalog** link will list all of your organization's activities.

   If other catalogs are listed, click the title of that catalog and follow the on-screen prompts to view the activities from those regional course providers.

   Note: Each organization selects the name of the catalog. Therefore, the actual name listed may be different than what is shown below. Not all organizations will use the regional provider catalogs.

3. **Click the appropriate catalog to view the activities/courses**

   By clicking the catalog name, you will be presented with a list of courses/activities that are available in that catalog. Click here for directions to register for an activity.

Viewing My Portfolio

Users can access their portfolio to view all their completed activities broken down by year, purpose, and goals

Use these steps:

1. **View My Portfolio**

   To access your portfolio, click on MY PORTFOLIO on your left menu.

Register for an Activity in the Catalog

Organizations may opt to post their professional development offerings in the **District Catalog**. Clicking the District Catalog link (on the left blue navigation bar), will display the organization's offerings. Clicking on the title of an activity will display additional information and begin the enrollment process.

keywords: register, enroll, catalog

Use these steps:

1. **Review the activity list**

   Activities are listed in date order. Clicking on the title of the activity will display additional details.
   The *number enrolled* shows the number of people currently enrolled in the activity and the maximum number allowed in the activity.

2. **Note the *By Month* viewing Options as well as the *Advanced Search***

   Click any month to view the offerings that are available for that month.

   Click the *Advanced Search* to access additional search criteria

3. **Click an activity title to view more information about the offering**

   When the Activity Title is clicked, detailed information about the course/workshop/activity is displayed.

   NOTE: The Personal goal selection will either appear on this screen or on a form once the "Request Approval" button is clicked (depending on the organizations configuration). Click in the boxes next to the personal goals to align activities to that goal.

4. **To register for an activity click the button on the right side of the screen**

   There are several possible buttons that may appear for registration. The differences are described below:

   - Request Approval button - the activity requires prior approval before enrollment. Clicking on the **Request Approval** button will forward the request to the appropriate approvers. Once approved the enrollment will be complete and the activity title will appear under **Approved and In Progress** on the **Learning Plan** page

   Note: Depending on how your organization has configured MyLearningPlan, after clicking **Request Approval** you may see an activity form. Complete any necessary fields on this form, and then click **Submit** at the bottom of the form to continue the registration process.

-**Sign Up Now** button - the activity does not require prior approval. Clicking on the **Sign Up Now** button will immediately process the enrollment.

-**Join the Wait List** button - The activity is full and there is a wait list. Clicking the **Join the Wait List button will add the users name to the wait list.**

5. **Review the Confirmation Message**

   A confirmation message will be displayed indicating that the registration has been successful.

   If there was not prior approval necessary (you clicked the **Sign Up Now** button) the confirmation message will look like this:

   If prior approval was necessary (you clicked the **Request Approval** button) the confirmation will display the approval list:

Use the Calendar feature

The calendar feature enables users to view the professional development catalog in calendar format. Additional calendars, created by your organization, can also be viewed and "overlaid" on top of each other. Individual users can add personal events to the "My Calendar". Personal events can not be viewed by anyone other than the user that has entered them.

Note: Calendars are made available when requested by your organization. If you do not see any reference to calendars on your Learning Plan page, your organization has not requested that the calendar feature be enabled.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the "Calendar" link**

   Click on the **Calendar** link on the left navigation bar.

   Note: Calendars are made available by your organization. If the Calendar link is not visible your organization has not enabled the Calendar feature.

3. **Navigate to the correct month**

   Navigate through the months b clicking on the previous month/next month links.

4. **View multiple calendars**

   Additional calendars are located in the navigation bar on the left side of the screen. Click in the box next to the calendar name to view the events on that calendar (a check mark in the box indicates that the associated calendar events are being displayed on the calendar). Select multiple calendars to view them simultaneously. Clicking on the box again will remove the check mark, and remove the associated activities from the calendar view.

5. **Add a personal event**

   Personal events can be added to the calendar. They appear when the **My Calendar** box is checked on the calendar view. Events can be added by using the **Add Event** link at the top of the screen, or the **Quick Add** link located at the bottom of the screen

   To use the Add Event tool, click the **Add Event** link located on the top left side of the calendar.

   Complete the calendar entry Add/Edit form then click save. If the activity is not displayed on the calendar, make sure the box next to **My Calendar** is checked.

   To add a personal event using the **Quick Add** feature, fill in the fields beneath the calendar and click **Add**.

6. **Change Calendar Views**

   Calendars can be displayed in month, day or list views. To change the view click on the appropriate link located on the top left corner of the calendar screen..

Submit an Approval Request Form

MyLearningPlan enables organizations to post blank forms relating to professional development. If an organization has configured MyLearningPlan to use these forms, they will appear on the left navigation bar under the "Fill-In Forms" heading. These blank forms are used for a variety of reasons including requesting prior approval to attend an activity that is not in the **District Catalog** (e.g.: requesting prior approval to attend an out-of-town conference.)

Every organization will have their own procedures and processes for using these blank forms. For further guidance, please consult your organization's professional development coordinator or appropriate administrator for assistance.

keywords: request, approval, form, conference, in-service, leave

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Review the forms listed in the left pane of the screen**

   Your organization may create online forms for various purposes. Some organizations will have multiple forms, while others will have only one (or none).

   Selecting the appropriate form is crucial. If the form selection is not obvious, contact your organization's professional development coordinator.

3. **Click the form title that you wish to fill out**

Click the title of the form that you wish to complete.

4. **Complete the form**

   Review and complete the form.

   Some fields on the form are *required*. These are highlighted with a grey background color. Values MUST be placed into these fields.

5. **Click the Submit button at the bottom of the screen**

   When the **Submit** button is clicked, the request will be submitted and forwarded for approval.

6. **Review the approval routing summary**

   When a form is submitted, the screen will show a summary of the approval process for the submitted request.

Please Note: If the approval process seems incorrect:
- Drop the Activity Request
- Review the User Profile to make sure all of the building and department assignments are correct
- re-submit the form.

If you continue to experience problems, contact your organization's professional development coordinator.

7. **Click Return to Main**

   Click the **Return to Main** button to return to the main **Learning Plan** screen.

8. **Verify that your submitted request is visible in the My Requests list**

   Every submitted request should appear in the **My Requests** list that is visible on the main Learning Plan workspace.

   Depending on the organizations approval process, the request will be listed under the status titled **Pending Pre-Approval** or **Approved and In Progress**.

Monitor the status of a request

When a request is submitted for approval, it is routed through an approval process (as configured by your organization). Monitor the progress of this approval process by following these steps.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Review the list of activities in the My Requests view**

   All current approval requests are displayed in the **My Requests** section in the center of the **Learning Plan** screen.

The title of the activity is displayed under the current approval status (pending pre-approval, request more info, denied, approved and in progress, pending final credit, etc.).

Please Note: You can only perform this function on an activity that is **approved and in progress**

3. **Click the title of the activity to view the status**

   By clicking the title of the activity, you can view that activities approval status.

4. **Email a Reviewer**

   If the name of a reviewer is underlined in the **Approval Status** section, they can be emailed directly from this screen. Should you have a question regarding your request, click on a name to launch your default email program.

5. **Review a Submitted Form**

   To review a form that has been submitted click on the **View/Print Form** link under the **Actions** heading.

Submit an Activity for Final Credit

Once an activity is complete, you may need to "Mark Complete" in order for the activity to be submitted for final credit.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Review the list of activities in the My Requests view**

   All current approval requests are displayed in the **My Requests** section in the center of the **Learning Plan** screen.

   The title of the activity is displayed under the current approval status (pending pre-approval, request more info, denied, approved and in progress, pending final credit, etc.).

Please Note: You can only perform this function on an activity that is **approved and in progress**

3. **Click the Activity Title in question**

   By clicking the activity title, you will access the activity status screen. This screen contains the options to mark the activity as complete.

4. **Click the Mark Complete link**

   The **Mark Complete** button is located towards the bottom of the screen under **ACTIONS**

   NOTE: If the **Mark Complete** link is not active it is most likely because:

   A. There is a mandatory evaluation form that must be completed first (Click on the activity evaluation form link located just above the Mark Complete link to access the evaluation form)
   B. The amount of time granted by your organization for you to Mark Complete an activity after the end date of the activity has expired. Contact your organizations professional development department for further instructions.
   C. Your organization has already completed this step for you

5. **Complete the Activity Completion form**

   The **Activity Completion** screen contains fields for expense tracking and providing comments to those responsible for granting final approval for the activity.

   If no expenses were incurred or you do no wish to enter a comment, those entries may be left blank.

6. **Click the Submit button.**

   When this action is completed, the request is automatically submitted for final credit approval.

Cancel/Drop a Request

Use the **Drop** function if it is necessary for you to cancel your registration.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Select an Activity**

   Click on the activity title to view the activity details screen

3. **Click DROP to cancel the request**

   Once the course is dropped, it is fully removed from the system. If a substitute was scheduled for you, verify that the substitute is cancelled.

4. **Confirm the Drop**

   Click **YES** to confirm the Drop.

Edit a completed activity

Once an activity is completed and located in "My Portfolio" only someone from your organizations with the appropriate access to MyLearningPlan can add or edit the activity. If you are missing activities or the existing activities have inaccurate data you will need to contact someone in the professional development department of your organization for assistance.

To review the information for each activity listed in your Portfolio, follow the steps below:

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the My Portfolio link to view your records.**

   The My Portfolio page shows all of your completed activities.

3. **Review each activity**

   Click on the title of an activity in your Portfolio to review the details.

4. **What to do if you are missing an activity or course or the number of hours or credits are listed incorrectly?**

   If a course or activity is missing from your portfolio, or the hours or credits listed for an activity are wrong, you must contact your organization for guidance. This information can only be edited by someone in your organization with specific access to MyLearningPlan to make changes.

Access the Team Room

The Team Room has been designed to foster team learning for participants of an activity. The Team Room includes two parts: discussion threads and file sharing.

Use these steps:

1. **Login to MyLearningPlan**

   Enter a Username and password in the Login Box at www.MyLearningPlan.com

2. **Select an activity**

   Click on the title of an activity from the **Approved and In Progress** list.

3. **Access the Team Room**

   Click on the Team Room link. Note: Team Rooms are only accessible if they have been activated when entered into the catalog. Not all activities will have Team Rooms.

4. **Participate in the Team Room**

   Once in the Team Room you can access either File Sharing or Discussions. Note, activities can be set to have no Team Room, or have a Team Room with only File Sharing OR Discussions.

Participate in Discussions

The discussion section includes threaded discussions on topics determined by the participants of an activity.

Use these steps:

1. **Access the Team Room**

   Click here for directions to access the Team Room.

2. **To Read the Comments in a Discussion**

   Click on the title of a discussion thread.

   The comments are listed in the order they were added. (Most recent on the bottom.)

3. **To Add/Delete a Comment in an existing thread**

   Type your comment in the box below the existing comments. The maximum length for the comment is 2048 characters (including punctuation and spaces).

   Click the "ADD" button when complete

   To delete a comment click on the "X" icon next to the comment. Note: you can only delete comments that you add.

4. **Add a New Discussion Thread**

   From the Team Room type the title of the comment in the Start Comment box.

   Click the **Start Comment** button.

   The title will appear on the Topic List with 0 comments.

   Click on the title to add a comment.

Use File Sharing

File sharing enables participants of a Team Room to share files.

File Sharing is a two step process. The first step is to upload a file to MyLearningPlan using the My Files feature. The second step is to share the file.

Use these steps:

1. **Use the File Library to upload a file**

   the first step in file sharing is to upload a file to MyLearningPlan. You can upload and share any electronic file. Click here for directions on using the **File Library**.

2. **Share a file**

   Once a file is in your **File Library** you can share it in a Team Room.

   To share a file click the **Share** link next to the file name.

3. **View a shared file**

   To view a file that is shared, click on the file name in the Team Room.

4. **Remove a shared file**

   To remove a shared file, click on the **X** next to the file name. You can only remove files that you shared. Note, a removed file will remain in your file library, but it will not be able to be viewed by others.

Participate in a Survey

MyLearningPlan includes a full functioning survey tool. Survey's may be created and assigned to particular users.

Use these steps:

1. **Select a Survey**

   Click on the name of a survey in the **Surveys** box to access that survey.

   Survey section on your **Learning Plan** page, your organization has not enabled this feature.

2. **Note Anonymity setting**

   There is a note located at the top of the survey indicating whether your responses are anonymous or not. Anonymous responses indicates that no users in your organization can determine who has sent in the response. Surveys that are not anonymous enable administrative users to see the name of the respondent with the survey response.

3. **Complete the survey**

   Complete the fields on the survey. Note: required fields are indicated by a light blue background. These must be complete before a survey can be submitted.

4. **Submit the survey**

   Click the **SAVE** button at the bottom of the screen to submit your results.

5. **Return to the Learning Plan page**

   Click on the **Back** button to return to the **Learning Plan** page.

View results of a Survey

Surveys can be created so that participants can see the results of all participants AFTER you have completed a survey.

Use these steps:

1. **Click the Interactive Surveys link**

   Click the **Interactive Surveys** link in the configuration window. If you do not see the configuration, your account has not been set up with appropriate rights to perform this function.

2. **Click on the title of the Survey**

   Click on the title of the Survey

3. **Click on the RESULTS button**

4. **The results of the survey will appear in a graphical format.**

Add a Personal Goal

MyLearningPlan users may add personal professional development goals. Once goals are entered they will appear on approval forms and can be aligned to individual activities.

NOTE: Some organizations my choose to disable personal goals. This is the case if you do not see the Personal Goals link on the left navigation bar as described below

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the My Personal Goals link on the left navigation bar**

   Click the **My Personal Goals** link to access your personal goals.

3. **Review your existing Goals**

   Note the Active or Inactive status

4. **Click the "Add New" button**

   Click the **"Add New"** button to add a new entry

5. **Complete the Personal Goal form**

   Complete the fields on the **Personal Goals** form.

   Note: Active personal goals will appear on each form that is submitted. Active = YES should be selected for current goals. No should be selected if the goal is no longer active. (it will not appear on any new request submissions).

6. **Click the Save button at the bottom of the form**

   Click the **Save** button at the bottom of the form to save the changes.

7. **The new goal will now appear on all request forms**

   All active goals will appear in all form submissions.

Inactivate/Edit a Personal Goal

It is not possible to delete a personal goal. Personal goals may only be modified or made inactive. Inactive goals no longer appear in any approval forms.

Goals may be edited to make minor modifications. Any changes made to a personal goal will update all previous references to that goal.

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the My Personal Goals link on the left navigation bar**

   Click the **My Personal Goals** link to access your personal goals.

3. **Click the goal title that you wish to edit**

   Locate the goal to be edited. Click on the Goal Title.

4. **Update the information on the Personal Goals form**

   When you update information on a personal goal, that update is applied to all instances where the goal was referenced. Personal goals should not be edited to make significant changes to the goal. If significant changes must be made, we recommend marking the goal as inactive and creating a new one.

5. **To set a Personal Goal as inactive**

   To set a Personal Goal as inactive, set the status to Active = NO.

   When a personal goal is inactive, it is no longer accessible when submitting new request forms.

6. **Click the Save button at the bottom of the form**

   Click the **Save** button at the bottom of the form to save the changes.

Print a Completion Certificate

Once you have received final credit for attending an activity, MyLearningPlan will automatically create a completion certificate to be accessed through your portfolio.

NOTE: You must have Adobe Acrobat Reader installed on your computer to access a completion certificate. If you do not have Adobe Reader installed, it can be downloaded for free at www.adobe.com

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click on the "My Portfolio" link**

   Click on the **My Portfolio** link on the left navigation bar

3. **Select the Activity**

   Click on the title of the activity for which you would like to print a completion certificate.

4. **Click Print Certificate**

   Click the **Print Certificate** link under the **ACTIONS** section of the screen

5. **Click the link to view/print the Certificate**

   Click the link to view the certificate. Once the certificate is displayed, use the print function in your browser to print a copy.

Check my State Certificates/Licenses

Certified teachers in NY, PA, OH, MN, and KS can download their teaching certificate information from the State website.

keywords: license, certificate

Use these steps:

1. **Click the Learning Plan tab**

   By clicking the **Learning Plan** tab along the top of the screen, you will be brought the main workspace.

2. **Click the My Certificates link**

   Click the **My Certificates** Link on the left side of the screen.

   A screen will appear showing the teaching certificate information that is currently on file.

If there are certifications missing, click the **Download** button to refresh the information.

Note: If your certificates are not successfully downloaded, it is likely due to one of the following:

1. Your account does not have a valid ID number specified. Contact your organization's professional development office.
2. Your certificate information, as stored at the state department of education, may be incorrect. Please contact the appropriate state department to review the information.
3. In KS, MN, and OH: The state may have your certificate information listed under a different name (maiden name, perhaps). Contact the state department of education to update their records
4. In PA: If you currently hold an *Emergency Certificate*, it will not be available using this feature.

Go Back